



CITY OF CHICOPEE

Department of Public Work

PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter
Superintendent

Richard Maciolek
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Tuesday, August 22, 2017

- A. **Call meeting to order: 7:08pm made by Comm Ziemba.**
Attendance: Commissioners Fenton, Ziemba, Buxton, Bresnahan, and Parks Superintendent Porter.
- B. **Motion for approval of meeting minutes for July 18, 2017 made by Comm. Fenton. Second by Comm. Buxton. Approved.**
- C. **Meeting suspended at 7:08pm for Public Input. Public attendees: Pastor Matt Whitacre of Life Point Church, Sean Goonan and City Councilor Stan Walczek. See Communications Items 3 & 6 below for topics discussed. Following public input, meeting resumed at 7:42pm.**
- D. **Communications:**
1. Request for the use of Szot Park roadways on Saturday, August 26, 2017 for the Downtown Get Down 5 K Road Race. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton.**
 2. Request for the use of Szot Park for St. Stanislaus School Picnic Tuesday May 22, 2018 for 9:00am - 2:30 pm or rain date Thursday May 24, 2018 for 9:00am – 2:30pm. Access requested for the pavilion and restrooms. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton**
 3. Request to use Szot Park by Life Point Church to host a Picture in the Parks event on September 1, 2017 4 – 10:30pm. Activities will include food, games and an outdoor movie. 1,000 participants expected. Last held at Ray Ash 5 years ago. **Commission reviewed permit. Gates to open at 6pm for event. Question raised regarding use of bounce houses and it was noted bounce houses were not permitted. Motion to approve issuance of permit made by Comm. Buxton. Second by Comm. Bresnahan**
 4. Request by CHS Football Boosters to have responsibility for the concession at 4 Home games September 15, 29 & October 13, 20. They are planning to secure a food truck to come on site. Law has reviewed this matter. **Motion to approve made by Comm. Fenton. Second by Comm. Bresnahan**
 5. Request to use Rivers and Sarah Jane for Girls Varsity and JV soccer teams by Pope Francis High School submitted by John Goda Athletic Director. Fee \$5,000. **Motion to approve made by Comm. Buxton. Second by Comm. Bresnahan**
 6. Other Communications
 - a. Sean Goonan requested the Commission consider removing the skate park at Lincoln Grove for multiple reasons including it being aesthetically displeasing and a trouble spot within the park. Commission took these arguments under consideration and agreed to not remove the skate park as it is an appropriate recreation feature at this park in this area of the city and is considered an attraction to Lincoln Grove and was well used.
 - b. City Councilor Walczek raised the following discussion items:
 - i. Status of bench at Mandalay Mini Park in memory of Kyle Chapdelaine. Commission had previously approved a memorial and was awaiting a proposal of the features to be added.

- ii. **Requested that Response to City Council Order be sent directly back to the City Councilor who initiated the order.**
- iii. **Status of the plan to improve the condition of 60' diamond at Fairview Park.**
Noted complaints received from the KofC about field condition.

E. Recreation Report

- 1. Youth and Adult Baseball & Softball leagues and Fall soccer
- 2. Summer Day programs – Sports and Art
- 3. OPEE adventures enrollment, staffing spread sheet
- 4. Lifeguard Staffing and Pool Operations. Cost analysis of seasonal employees
- 5. Movie Nights July 7 Lego Batman Movie, July 28 Finding Dory & August 18 Moana
- 6. National Night Out August 7, Downtown Get Down August 25 & 26.

F. Maintenance Report

- 1. **On-going:** Mowing and whipping all park parcels, cemeteries, islands and areas around buildings, diamond draining, grooming and lining. painting fields for soccer, Opening bathrooms, maintaining 9 water sprays in service, Pool maintenance at Nash and Ray Ash, Work on Rivers pool followed by daily checks of all 3 pools, 2-3x a week pick up of trash in barrels or loose trash around parks, Leaf and stick removal, graffiti removal, ordering supplies, preventative maintenance and repairs on landscaping equipment. Cemetery: Burials 1-2 a week, sale of lots, removal of old decorations. ROCA tasks: whipping at cemeteries and Szot
- 2. **Special Projects complete:** Setting up for fall soccer – nets up & paint fields, old bleachers removed from Szot diamonds and basketball court, Fairview old swing removed **and new one installed on August 22nd**, Grading around Szot 65' diamond dugouts, Gazebo repair, Play area equipment repairs at Rivers, Lincoln Grove, Szot, and Ray Ash. Diamonds cut out at Dana and Sarah Jane. Skate Park repairs on side panels at Rivers and Lincoln Grove. Fence line cut back at Sarah Jane. Painted Ike Alpert comfort station. **Installed a new tot swing at Fairview.**
- 3. **Projects upcoming:** Uprights for football on Szot upper and lower fields, Diamonds Cut Out. Dana Park Comfort Station repairs – project planning meeting Thursday 8/24 2pm.
- 4. **Event support:** Downtown Get Down Aug 25 & 26 – installed signs, staffing the event

G. Parks Labor Force:

Filled positions: (1) GL9 – Heavy Equipment Operator and (1) GL 5 MEO Laborer and (1) GL3 Laborer
Open positions: (1) GL 5 MEO Laborers

H. Old Business:

- 1. Wisniewski Park-Our Common Backyards Grant update. Phase II w/ CDBG funds. Historic sign has been installed. Payments for architect has been worked out with Community Development and Auditing and **final payments have been made.**
- 2. Szot Gateway Grant has been completed. Final reimbursement was received from the State. Additional work to consider there includes a sound system, alternate plans for Szot Pool.
- 3. Ray Ash Park pool opened June 24. A punch list of remaining tasks for Construction Dynamics was prepared by the architects. Additional work to be addressed: new roof on pool house and expanded parking lot. The details will be developed by current architect with plans for spring construction. Next meeting scheduled with architect and pool contractor is September 8, 2017.
- 4. Sarah Jane Sherman Park CDBG Project: Final payment is being processed for Kenney Masonry. The pavilion and comfort station walkways are complete. 6 picnic tables have been installed. Payment has been processed by Community development for the skate park at Sarah Jane. Architect Milone and Macbroom payment is being processed. Review pricing for pavilion rental. **Commission agreed to fee structure of \$15/picnic table which is consistent with other city parks.**
Considering there are (6) tables in the pavilion, rental fee for the entire pavilion is \$90. Motion to approve made by Comm. Bresnahan. Second by Comm. Fenton

5. Rivers Pool opened July 16 – issues were resolved, however filter system is pushing sand into the pool indicating the filter system is failing. Rough estimates of \$105-\$115K for replacement have been provided by pool architects. Review pool attendance. **Commission discussed submitting a letter to the Mayor to request the funds to replace filter system. Motion to recommend Superintendent Porter send letter to Mayor made by Comm. Buxton. Second by Comm. Bresnahan**
6. Other Old Business.

I. New Business:

1. Court repairs – Next steps. **Commission discussed submitting a letter to the Mayor to request the funds (\$150K) for court repairs. Motion to recommend Superintendent Porter send letter to Mayor made by Comm. Buxton. Second by Comm. Bresnahan**
2. Front Street Office roof leaks and heater/AC roof units, 1 has failed due to age, other also old. **Commission recommended letter be sent to Mayor requesting approval to replace the (2) heating/AC units.**
3. Bemis Pond Dam update – under the leadership of Jeff Neece – engineering study funded.
4. Parks Expenses – new leaf vacuum \$6,846.00 **Commission discussed submitting a letter to the Mayor to request appropriation for the leaf vacuum. Motion to recommend Superintendent Porter send letter to Mayor made by Comm. Buxton. Second by Comm. Fenton.**
5. Springfield College Pre-Practicum intern opportunity – **Intern going to work to develop working document and process for getting approvals for holding large events within the city. Intern will come at no cost to the Dept. Motion to approve intern made by Comm. Buxton. Second by Comm. Fenton.**
6. Other New Business.

J. Next Meeting: September 28, 2017, 7pm


K. Motion made to adjourn meeting at 8:42pm made by Comm. Buxton. Second by Comm. Fenton. Approved.

L. Documents presented at August 22nd, 2017 Commission meeting:

- a. Parks Commission Meeting Minutes from meeting on July 18th, 2017
- b. Assistant Superintendent's Report by Richard Maciolek, dated 8/21/17
- c. Commission Report submitted by Recreation Supervisor Sean Carroll, dated 8/18/17
- d. Commission Report submitted by Recreation Supervisor Dan Woodill, dated 8/22/17
- e. 2017 Camp Opee Balance Sheet
- f. Chicopee Parks & Rec Picnic Fees Summary Sheet
- g. Chicopee Parks & Rec City Pools Cost Sheet
- h. Chicopee Parks & Rec City Pools Attendance Report
- i. Chicopee Parks & Rec Construction Dynamics Punch List
- j. Chicopee Parks & Rec Sarah Jane Sherman park Expense List
- k. Email (dated June 22, 2017) from Matt Whitacre of Life Point Church regarding Life Point Church Movie Night with attached permit and certificate of insurance.
- l. Springfield College Intern, Joseph Durant, resume
- m. Email (dated July 5, 2017) from John Goda of Pope Francis High School requesting use of River and Sarah Jane for girls JV and varsity soccer.
- n. Permit from the CHS Football Gridiron Club for access to Szot Park Stadium for Varsity Football games to serve food and non-alcoholic beverages.
- o. Letter (dated August 14, 2017) from Lee Pouliot of the Chicopee Dept. of Planning to Commission Chair Gary Ziemba requesting permission to allow runners to travel through Szot Park during the Downtown Getdown 5K race.

- p. Letter (dated August 15, 2017) from Karen Shea of St. Stanislaus School to Asst. Superintendent Richard Maciolek requesting permission to use Szot Park on May 22, 2018 for annual school picnic.

Minutes Submitted by:


Thomas Bresnahan
Commission Secretary


Date